

## APPLICATION FOR RECOGNITION OF PRIOR LEARNING (RPL) FORM

**This RPL Form is to be used for CREDIT TRANSFER or CROSS CREDIT or RECOGNITION OF CURRENT COMPETENCY. Transitional Pathways e.g. Certificate of Relaxation Massage to Diploma in Wellness and Relaxation Massage are included in the RPL processes. All students applying for RPL, assessed or unassessed, must complete this application form at the time of enrolment, provide evidence of previously assessed equivalent learning and/or undertake a Challenge Test and/or provide a portfolio of evidence of prior unassessed skills, experiences and knowledge and/or provide evidence of current competency, and pay the relevant fee.**

### **Prior assessed learning**

Students, who have already acquired the knowledge/skills of a course of learning through successful assessed learning, may apply for Credit Transfer or Cross Credit or in limited circumstances for skills and knowledge obtained outside a recognised tertiary institution for Current Competency.

**CT = Credit Transfer:** Credit for learning completed at a recognised institution or NZQA standards of credits. If you have gained credits from courses outside Wellpark College you may be able to transfer these credits to the Wellpark Programme you wish to enroll in. There is a non-refundable \$50 fee for each course you are seeking to credit transfer. You will need to check that the level, credits, learning outcomes and assessments match the Wellpark College course and provide evidence (e.g. academic transcripts or other formal documentation) that all requirements for the Wellpark course are covered by your previously assessed learning. Applications for Credit Transfer will be accepted if they align with the criteria and the previous learning has been completed within the previous five years. Wellpark College reserves the right to organise a person applying for a Credit Transfer or Current Competency, who does not clearly meet the criteria to undergo a Challenge Test to ascertain current competency. Challenge Tests will incur a cost.

**CC = Cross credit:** Students who have already passed a course or components, which form a Wellpark College course and can produce evidence to verify the credits achieved are aligned and equivalent, are eligible for Cross Credit. A Cross Credit is free of charge.

***Prior unassessed learning:*** Students, who have already acquired the knowledge/skills of a course of learning through previous learning but have not been formally assessed, may apply for Recognition of Prior Learning (RPL) or Recognition of Current Competence (RCC). As well as a portfolio of evidence, all RPL and RCC applications require you to take a Challenge Test, either through the College's assessment procedures or by an external agency to prove that the student has the skills and knowledge claimed and is current with the relevant competencies. The student will pay for the costs of the Wellpark College Challenge Test or external agency assessment of current competency status PRIOR to the approval process. No refunds will be made if the student fails the Challenge Test or the external agency assessment. The Programme Leader sets the Challenge Test(s) and Enrolment Advisor advises the applicant of assessment dates and outcomes.

### **Fees for Challenge Tests**

\$70 per written Challenge Test

\$70 per hour (or part thereof); for each practical Challenge Test(s); or for the external agency assessment of current competency status

***RPL = Recognition of Prior Learning:*** People who already have skills and knowledge can be assessed immediately, by presenting a portfolio of prior performance evidence or by completing assessment tasks or Challenge Test.

***RCC = Recognition of Current Competency:*** Often used as a synonym for RPL however the skills and knowledge obtained outside or within a recognised tertiary institution is then assessed for current competency against Wellpark College locally approved standards, or NZQA national framework standards.

**Please note:** The maximum for any Wellpark qualification for Credit Transfer, Exemption, RCC and RPL is of 33% and the maximum for Cross Crediting between any Wellpark qualifications is 50% unless there is a special agreement with another institution, which the College recognises as having equivalency with the programmes and curricula offered by Wellpark College. You may not apply CT/CC/RPL/RCC to part of a course, only to full courses.

STUDENT TO COMPLETE THIS SECTION AND HAND THIS FORM AND ALL THE RELEVANT DOCUMENTATION TO THE ENROLMENT ADVISOR OR EMAIL TO [enrolmentadvisor@wellpark.co.nz](mailto:enrolmentadvisor@wellpark.co.nz)

**1. Personal Details**

NAME :	STUDENT ID :
EMAIL:	
WELLPARK COLLEGE PROGRAMME YOU ARE ENROLLING IN:	

**2. Details of Prior Assessed Learning: Credit Transfer or Cross Credit**

Are you applying for CROSS CREDIT or CREDIT TRANSFER? (Circle)

Wellpark College course for which you are claiming a Credit Transfer	Name: - The Institution where you studied; - The programme you were enrolled in at this institution; - The completed Wellpark course applying for Cross Credit - Organisation your Current Competency applying to have recognised	Course Level (e.g. level 5, 6, 7)	Credits gained/ hours of study	Compare SPECIFIC learning outcomes of previous course with the Wellpark College course Learning Outcomes

**3. Details of Prior Unassessed Learning: Current Competency**

Wellpark College course(s) for which you are claiming a RPL/RCC	Name the skill, experience or knowledge	How were they gained?	When were they gained?
Compare specific Learning Outcomes of the Wellpark College course with your skills, experience and knowledge.			
Compare specific Learning Outcomes of the Wellpark College course with your skills, experience and knowledge.			

Wellpark College course(s) for which you are claiming a RPL/RCC	Name the skill, experience or knowledge	How were they gained?	When were they gained?
Compare specific Learning Outcomes of the Wellpark College course with your skills, experience and knowledge.			
Compare specific Learning Outcomes of the Wellpark College course with your skills, experience and knowledge.			

4. Details of evidence that I have attached to support my RPL/CT/CC/RCC application (for example, academic transcript, certificates, references, attestations, photos (please list in the Table below). Failure to provide full documentation will result in your application being declined.

Evidence type	Details and date achieved

5. **Checklist prior to submitting:** I have attached the following evidence to support my application (please tick). Failure to provide full documentation will result in your application being declined.

- Academic Transcript that shows achievement of selected courses
- NSN number is supplied for national academic records access to be sighted and approved
- Curriculum details (full course subject break-down) including Level, Credits, Learning Outcomes, syllabus and assessments.
- Other (please state) \_\_\_\_\_

**6. Student declaration** (please read and sign)

I confirm that the information and evidence provided by me is authentic and accurate. I understand that approval is not guaranteed and that I will be informed of the outcome of my application. I understand no refund will be made if my application is declined.

**STUDENT SIGNATURE:** ..... **DATE:** .....

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**Enrolment Advisor to start the process with the Programme Leader:** \_\_\_\_\_

**PROGRAMME LEADER TO COMPLETE THIS SECTION**

**Interim Result of recognition of prior learning application**

Wellpark course for which Recognition of Prior Learning	PL decision challenge test and/or external assessment required	Comments

**Final Outcome of recognition of prior learning application**

Wellpark course for which Recognition of Prior Learning	PL decision (Accepted – A) or (Declined – D)	Comments (including Transition Pathways)

**Programme Leader Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Education Advisor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Please return this form to Enrolment Advisor, who will advise the student of the outcome and complete the administration for this RPL Process.

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